



Registered charity number 1100906 in England and Wales  
Registered company number 4312745 in England and Wales

# Sedgefield Development Trust

## Privacy Notice

<b>Document management</b>	
<b>Date policy approved:</b>	15 <sup>th</sup> July 2024
<b>Date policy reviewed:</b>	
<b>Next review due by:</b>	Aiming for July 2025 and not later than July 2027 unless needed before
<b>Version:</b>	1.0
<b>Approving body:</b>	Sedgefield Development Trust Board of Directors/Trustees
<b>Policy category:</b>	Statutory

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# Sedgefield Development Trust

## Privacy Notice

### Scope and purpose

Sedgefield Development Trust Ltd. (SDT) processes personal data in order to achieve its objectives of community regeneration, development and support through various projects. We are committed to protecting your personal information and being transparent about what information we hold about you. This Notice explains how Sedgefield Development Trust processes and uses personal data. It also sets out some of the rights and entitlements of the person in respect of their personal data. It applies to Trustees/Board Members, Members, volunteers and beneficiaries (participants).

We use your information in accordance with all applicable laws concerning the protection of personal information. This Notice explains:

- What information we may collect about you
- How we may use that information
- In what situations we may disclose your details to third parties
- Information about how we keep your personal information secure, for how long we maintain it and your rights to be able to access it

This Notice does not form a contract between any person and Sedgefield Development. The Notice may be updated at any time.

If you have any queries about this policy, please contact the Data Protection Officer at Sedgefield Development Trust via the secretary by email: [secretary@sedgefielddevelopmenttrust.co.uk](mailto:secretary@sedgefielddevelopmenttrust.co.uk).

### Definitions

In what follows:

- “SDT” refers to Sedgefield Development Trust Limited. Sedgefield Development Trust is a registered charity.
- “We” refers to Sedgefield Development Trust Ltd.
- “Members” follow the definition in the Trust’s governance document.
- “Projects” are particular projects or activities under the umbrella of Sedgefield Development Trust.
- “Project Leaders” are SDT members or associates who lead particular projects within SDT.
- “Volunteers” refers to volunteers who may be involved in activities involving children or vulnerable adults where a Project Leader trained in this safeguarding policy may not be present.
- “GDPR” means the General Data Protection Regulation.

## **Data controller**

The Data Controller is Sedgefield Development Trust.

## **Personal Data We Collect**

We collect personal data you give us, such as your name, postal address, e-mail address and telephone number. We collect this when, for example, you contact us in relation to an activity or project of SDT or when you fill in a form relating to such an activity or project.

SDT keeps to a minimum the data it collects and processes in order to fulfil the purposes for which the data are processed.

## **Sensitive personal data**

Data Protection law recognises that certain categories of personal information are more sensitive, such as health information, race, religious beliefs and political opinions. We do not collect this type of information unless there is a clear reason for doing so. For example, medical information may have been disclosed as part of a risk assessment for a project or activity.

## **How We Use Your Personal Data**

SDT uses your personal data solely in order to

- facilitate participation in, or execution of, a project or activity;
- conduct legitimate SDT business, such as printing Sedgefield News and liaising with advertisers and Farmers' Market participants.

## **Data Sharing**

Access to your personal data will be limited to the SDT project leaders or volunteers who need the information in order to fulfil the purposes for which you gave it, e.g. a Homework Help volunteer setting up sessions with a student and the relevant adult responsible for the student. The Board of Trustees may have access if necessary but not routinely.

We do not pass information to third parties without your express consent, except in circumstances such as those outlined below:

## **Some Reasons Sedgefield Development Trust May Need to Share Your Personal Data Without Your Consent**

1. If SDT thinks you are at serious risk of harm or abuse, including self-harm. This could be as a result of an allegation or a concern being raised.
2. In an emergency, e.g. medical information relevant to an ambulance crew.
3. If SDT receives information which indicates that a serious crime has been or is going to be committed.
4. If SDT is required to by law.

5. If SDT thinks you lack the mental capacity to decide and has agreed with the Chair (or, if the Chair is unavailable, the Vice-Chair) that would be in the individual's best interest.
6. If an individual gives information which indicates a possible terrorist threat.

## **Legal Bases for Processing Your Data**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

### **Contract Purposes**

When you contact us regarding, for example, participating in the Farmers' Market, advertising in Sedgefield News or engaging with Homework Help, you are entering into a contract with us. In order to perform this contract, we need to process and store your data. For example, we may need to contact you by e-mail or telephone to make arrangements, invoice you or inform you of forthcoming activities in your project of interest.

### **Legitimate Interests**

In certain situations, we collect and process your personal data for purposes that are in our legitimate organisational interests, for example, when you contact us regarding contributing to Sedgefield News; or to facilitate engagement in any of SDT's projects or meetings.

### **With your consent**

For any specific situations where the two bases above are not appropriate, we will instead ask for your explicit consent before using your personal information.

You may withdraw your consent at any time – please see below for how to do this.

Other legal bases for processing your personal data are, according to UK GDPR, legal obligation, vital interest or public task. SDT will not normally need to process your personal data for these reasons.

## **If a Trustee, Volunteer or Beneficiary Fails to Provide Personal Information**

If you fail to provide personal information necessary to enable you to participate in SDT or one of its activities or projects, then you may no longer be able to participate.

## **How Long We Retain Personal Information**

SDT keeps your personal data for the time required to carry out the purposes for which we have it. SDT reviews the data regularly, in line with SDT's Confidentiality and Data Protection Policy. In general, SDT would delete your personal data when you tell us you are withdrawing from participating in a project.

## **Records and Security**

We put in place appropriate safeguards (both in terms of our procedures and the technology we use) to keep your personal information secure. We will not use any third parties for processing your personal information.

Note that some projects use Facebook, Google Groups, Outlook, Gmail and other applications to communicate. Some of these require positive opt-in from subscribers. These applications have their own privacy notices and GDPR policies, for which SDT cannot be held responsible.

## **Your Rights Regarding Your Personal Data**

You have certain rights regarding your personal data. To exercise these rights, please contact the relevant project leader or the SDT secretary – contact information for the secretary is given at the end of this Notice. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

### **Your Right of Access to Your Personal Data**

You have the right to ask Sedgefield Development Trust for a copy of your personal data held by SDT at any time. SDT has, by law, one month to comply with the request.

### **Your Right to Rectify Your Personal Data**

You have the right to ask Sedgefield Development Trust to rectify your personal data held by SDT at any time, by contacting the relevant Project Leader or the Secretary.

### **Your Right to Request Deletion of Your Personal Data**

You have the right to ask Sedgefield Development Trust to delete your personal data held by SDT at any time, by contacting the relevant Project Leader or the Secretary. SDT will delete the data held as soon as possible and will make best efforts to complete the deletion within one month.

### **Your Right to Restrict Processing of Your Personal Data**

You have the right to ask Sedgefield Development Trust to restrict the processing of your personal data held by SDT at any time, by contacting the relevant Project Leader or the Secretary. SDT will then restrict the processing of your personal data. This may limit how you may benefit from SDT's activities. SDT will make that clear to you.

### **Your Right to Object to Processing of Your Personal Data**

You have the right to object to SDT processing your personal data by contacting the relevant Project Leader or by contacting the Secretary. SDT would then stop processing the data. Stopping processing the data would mean that the purposes for which they were being processed could not be carried out. SDT will make that clear to you.

### **Your Right to Personal Data Portability**

You have the right to ask SDT to transfer your personal data to another organisation in certain circumstances, by contacting the Secretary.

## Contact Information for Sedgefield Development Trust

Please get in touch with us if you have any questions about any aspect of this privacy policy.

### Registered Office:

SDT Company Secretary  
3a Front Street  
Sedgefield  
County Durham  
TS21 3AT

[secretary@sedgefielddevelopmenttrust.co.uk](mailto:secretary@sedgefielddevelopmenttrust.co.uk)

## Revision History

Revision number	Summary of revisions	Revised by	Approved by	Date
1.0	First release – drafted with reference to NCVO guidance document, other charities’ privacy notices and after discussion within SDT and with Durham Community Action	Tamzin Lafford	SDT Trustees meeting	15 <sup>th</sup> July 2024